

## AAF SUBMISSION REQUIREMENTS & DEADLINES

### AAF Submission Requirements:

1. A copy of the notice of proposed rent increase, given to tenants. (Please note that the notice should be posted 30 days before you intent to submit your request for a rent increase to MHFA). Read more for [Instructions on how to fill out the notice](#) on your computer.
2. Statement or cover letter describing how the notice to tenants was distributed. (Please note that tenants must be served by delivery or by U.S. mail, except for a high-rise project, the notice may be served by either delivery, or by U.S mail or by posting in three conspicuous places. A high-rise is a property with five or more stories). [View a sample form](#).
3. Tenant comments and owner responses, if applicable.
4. The Owner's Certification to Compliance with the Tenant Comment Procedures form. You can access this form on MHFA's website. [View a sample form](#).
5. The number of units in which turnover occurred since the last HAP contract anniversary, for each unit type.
6. Appendix 3  
  
[AAF notice](#) which includes Appendix 3 and Appendix 4.
7. Tenant paid utility analysis, if applicable. Reference 4350.1 page 7-14 & 7-43 and/or MHFA's policy. Minnesota Housing's [tenant paid utility policy](#).
8. [Rent Comparability Study](#) (RCS) **only** if the current gross rents (contract rent plus tenant paid utility allowance) are higher than area's FMR. Reference the Section 8 Guidebook, Chapter 9 for details.
9. If you are required to submit a RCS, the owner's certification is also required. Appendix 2. [Appendix 2](#), which resides within the AAF Notice.

### AAF Submission Deadlines:

A complete AAF submission must be received by MHFA 60 days prior to the anniversary date of the contract, to have the rent increase implemented on the contract anniversary date. You should post the notice to the tenants 30 days before you submit your request to MFHA.

If the submission is received late, the request will be processed and the rent adjustment will be implemented 60 days after the submission was received.

**How many times a year is the property eligible for an AAF rent adjustment?** The property can request an AAF Rent Adjustment each year in conjunction with their contract renewal.

**Please note: MHFA does not intend this to be an all-inclusive list of federal requirements. Please review the Federal Register, to gain a full understanding of all requirements.**